

For each named inspector:

1. Complete appropriate columns on an original and one copy of form BPV-3.
2. Complete form BPV-1 for each inspector for whom a Certificate of Competency is being requested and attach facsimile of Commission.
3. Make check or money order payable to the **Treasurer of Virginia**.
A processing fee of \$20 for each Identification Work Card requested must accompany this application.
Certificate of Competency – No Fee.
4. Send all completed forms and total remittance to:
Virginia Department of Labor and Industry
13 South Thirteenth Street
Richmond, Virginia 23219

Requested Certificates of Competency, I. D. cards and a copy of BPV-3 form will be returned as a receipt.

For more information, contact:	Ms. Frankie E. Steele
Email Address:	fes@doli.state.va.us
Fax No.:	(804) 371-2324
Telephone No.:	(804) 786-3169